



United States  
Department of  
Agriculture

Rural  
Development

WASHINGTON AN 940 (HB-1-3550)

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February 12, 2004

SUBJECT: Homebuyer Education Referral Letter for Single Family Housing Applicants

TO: All Single Family Housing Staff  
USDA, Rural Development, Washington

**PURPOSE/INTENDED OUTCOME:**

The purpose of this Administrative Notice (AN) is to instruct USDA Rural Development Area and Local office staff in Washington State to recommend homebuyer education and credit counseling to potential housing applicants and provide applicants with a resource list of suitable providers.

**COMPARISON WITH PREVIOUS AN:**

This Administrative Notice (AN) replaces Washington AN 925 (HB-1-3550) dated September 29, 2003 and any attachments. Attachment B has been updated to add El Centro de la Raza as a multilingual homebuyer education provider

**IMPLEMENTATION RESPONSIBILITIES:**

Provide Single Family Housing Direct 502 applicants with Exhibit A, Homebuyer education and counseling referral letter to encourage pre-purchase training. Borrowers that have received pre-purchase homebuyer education are more prepared to become and remain successful homeowners and experience fewer incidents of delinquency and foreclosure. Please add the area or local office address, telephone, and e-mail contact information to this letter.

Attach Exhibit B, Homebuyer Education and Counseling Providers to Exhibit A, homebuyer education referral letter and provide to single family housing applicants. Applicants may contact a provider from this resource list to obtain class schedule and locations.

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EXPIRATION DATE:  
02/28/2005

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FILING INSTRUCTIONS  
HB-1-3550, Appendix 7

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USDA, Rural Development is an Equal Opportunity Lender, Provider, and Employer  
Complaints of discrimination should be sent to:  
USDA, Director, Office of Civil Rights, Washington D.C. 20250-9410

Exhibits A and B should be provided to applicant at time of initial application and included in the Real Estate Settlement Procedure (RESPA) package and noted on the Single Family Housing Checklist.

/s/  
JACKIE J. GLEASON  
State Director

Attachments: Exhibit A, "Homebuyer Education and Counseling Referral Letter"  
Exhibit B, "Homebuyer Education and Counseling Providers"